

Town of West Tisbury Community Preservation Act Application Process for 2006-2007

The Community Preservation Committee (CPC) looks forward to working with members of the town and island community in the development of projects — small and large -- to enhance our town with CPA funds. If you have a project idea, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by visiting www.communitypreservation.org or www.state.ma.us/envir/cpa. On the first website, the documents, "Potential Uses of CPA Funds," and "Community Preservation Fund, Budgeting and Finance Issues" are especially useful. Printed information is also available in the CPC file at the Town Hall.

1. Application for Eligibility. This initial document will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. The CPC meets regularly on the fourth Wednesday of each month at the Howes House. Applications must be submitted by the second Friday of each month for consideration at the regular monthly meeting. The Committee may request that you present your idea at a meeting.

Deadline: Submit anytime, but **as soon as possible, and by September 15 for consideration at the April 2007, Town Meeting.**

2. Application for Funding. If the Committee agrees that your proposal is eligible, complete the application for funding as soon as possible.

Deadline: November 1 for consideration at the April 2007, Town Meeting.

3. Review process. Projects will be evaluated and prioritized using the criteria attached to the application form. The Committee will review all applications and schedule hearings beginning in November to discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. The CPC must vote to recommend proposals before they can be placed on the warrant. For the April Town Meeting, the CPC anticipates that the vote to recommend will be taken at the Committee's January 24, 2007, meeting.

4. Town Meeting approval. Each project must be approved at a Town Meeting. The Meeting can approve, reduce, or reject recommended amounts for a project, by majority vote.

5. Project Implementation. Funds for approved projects will be available following Town Meeting, subject to the satisfaction of any conditions or procedures established by the Committee.

Application timeline for applicants seeking recommendation for the April 2007, Town Meeting warrant:

September 15: Application for Eligibility deadline

November 1: Application for Funding deadline

November through mid-January: CPC review process and hearings; proposals may need revision

January 24: CPC votes on proposals

Other timelines may be created in order to bring proposals to a Special Town Meeting. The Committee encourages the year-round submission of Applications for Eligibility.

Questions? E-mail cpa@town.west-tisbury.ma.us.

CPC USE ONLY:
Application #: _____

**Community Preservation Act
Town of West Tisbury
Application for Eligibility**

Submit to:
Community Preservation Committee
PO Box 278
West Tisbury, MA 02575

Please submit ten copies
OR
e-mail to:
cpa@town.west-tisbury.ma.us

Project Title _____ Date _____

Applicant/Contact Person _____

Sponsoring Organization, if applicable _____

Mailing Address _____

Daytime phone _____ E-mail _____

CPA Category (check all that apply) Open Space ____ Historic Resources ____

Affordable Housing ____ Recreation ____

Amount requested _____ Total Cost of Project _____

Other Funding Sources _____

Brief Description of Project, including goals and community need:

Proposed timeline _____

Sources of financial sustainability for future maintenance _____

Other key elements (e.g., endorsements from regional/town permitting boards and community organizations):

NOTE: This application enables the CPC to review the request to ensure eligibility. If eligible, an Application for Funding must be completed.

CPC Use Only
Appl. # _____
Date Received _____

Community Preservation Act Town of West Tisbury Application for Funding

Please complete your application by providing the information requested and answering the questions in a document created on a word processor. You may submit ten copies to the address below or e-mail the document.

Community Preservation Committee
West Tisbury Town Hall
P.O. Box 278
West Tisbury, MA 02575

Submit 10 copies

OR

e-mail to: cpa@town.west-tisbury.ma.us

CONTACT INFORMATION:

1. **Date**
2. **Project Title**
3. **Applicant/Contact Person**
4. **Sponsoring Organization, if applicable**
5. **Mailing Address**
6. **Daytime Phone**
7. **E-Mail address**

PROJECT DESCRIPTION: In describing the project, please include succinct answers to the following questions. To be complete, an application must provide all relevant requested information. Include supporting materials and exhibits as needed.

1. ***Project Category:*** Which of the following categories of the CPA (it may be more than one) does your proposal address—Open Space, Historic Preservation, Recreation, Community Housing?

2. ***Funding Scope:*** How much CPA funding are you requesting? What is the total cost of your proposed project?

3. ***Goals:*** What are the specific objectives of the proposed project? Who will benefit and why? How will success be measured?

4. ***Community Need:*** Why is this project needed? Does it address needs identified in existing Town or regional plans, or by Island or non-profit organizations, or in community discussions?

5. ***Community Support:*** What is the nature and level of support and/or opposition for this project? In particular, which Town Boards/Committees/Departments or community organizations have you consulted/collaborated with?

6. ***Budget:*** What is the total budget for the project and how will CPA funds be spent? Provide written estimates and quotes to substantiate proposed costs. Include a two to five year budget, if appropriate. (NOTE: CPA funds may NOT be used for maintenance.)

7. **Funding:** What other funding sources are committed or under consideration? Include commitment letters, and describe other efforts to secure funding for this project, including jointly from other island CPCs. Is there any revenue potential for this project?

8. **Timeline:** What is the schedule for project implementation? Include timeline for critical elements, expenditures, receipt of other funds, if any.

9. **Implementation:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

10. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a five-year budget and documentation of commitment.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

11. **Further Documentation:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. Provide evidence of long term deed restrictions where required for CPA funding.

12. **Feasibility Reports:** Any feasibility reports, renderings or other relevant studies and material, such as assessor's maps for location, photos, designs and supporting documents such as historic structural and existing conditions reports.

13. **Zoning Compliance:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or list of permits/approvals needed.

14. **Other Information:** Any additional information that might benefit the CPC in consideration of this project.

15. **Applicants with multiple requests:** Please prioritize your proposals.

Town of West Tisbury Community Preservation Committee

General Criteria/Decision Guidelines for Project Proposals

These general guidelines will be used for proposal evaluation, together with appropriate category-specific criteria that follow. Proposals for projects that meet multiple criteria are encouraged; no single criterion is required, other than legal compliances.

- Involves two or more of the purposes designated for funding under the CPA;
- Involves multiple sources of funding, including other public and/or private funds;
- Creates incentives for other public and/or private projects and/or collaborations to occur;
- Serves multiple needs and populations, especially a currently underserved population;
- Preserves a resource or opportunity that would otherwise be threatened and/or lost;
- Demonstrates one or more of the following: practicality, feasibility, urgency;
- Is consistent with Town-wide planning efforts/reports that have received broad-based scrutiny and input;
- Is endorsed by other municipal boards/departments and/or community organizations and is eligible for necessary permitting;
- Demonstrates that the project can be implemented expeditiously and within budget;
- Demonstrates that project alternatives and alternative funding mechanisms have been fully explored;
- Produces an advantageous cost/benefit value and provides for a dedicated source of non-CPA funding for on-going maintenance if needed and/or a potential source of revenue;
- Preserves or utilizes currently owned town assets;
- Preserves the essential character of the town and Island;
- Is a collaborative effort with other island organizations or CPCs to meet a regional public need;
- Demonstrates that the project has substantial support from neighboring property owners.

OPEN SPACE

CPA funds may be expended for “...the acquisition, creation, and preservation of open space....and for the rehabilitation or restoration of such open space... that is acquired under the CPA.”

Criteria for Open Space projects:

- Protects or preserves water supply/aquifer, wildlife habitats or biodiversity;
- Protects or preserves marshes and other wetlands, ponds, streams, vernal pools or riparian zones;
- Protects or preserves ocean frontage, beaches, dunes, and other coastal lands;
- Preserves threatened resources;
- Preserves, enhances, or creates scenic vistas; borders scenic roadways;
- Creates linkages with existing conservation lands or trails;
- Promotes connectivity of habitats or prevents fragmentation of habitats;
- Preserves or enhances the island’s rural and agricultural character;
- Provides opportunities for passive recreation and environmental education.

HISTORIC PRESERVATION

CPA funds may be expended “...for the acquisition, preservation, rehabilitation and restoration of historic resources...” A historic resource is defined to include a building, structure, vessel, or other real property that is either listed or eligible for listing on the State Register of Historic Places; or determined by the local Historical Commission or Historic District Commission to be significant in the history, archeology, architecture, or culture (including cultural landscapes) of the town.

Criteria for Historic Preservation projects:

- Acquires, preserves, enhances, restores, and/or rehabilitates and provides permanent protection for historic, cultural, landscape, architectural or archaeological resources of significance, especially if threatened;
- Preserves, rehabilitates, or restores town-owned properties, features, or resources of historical significance, including the historical function of a property or site;
- Demonstrates a public benefit and helps to retain town property ownership;
- Has benefits for future generations
- Is qualified by Historical Commission or Historic District Commission as historic resource

COMMUNITY HOUSING

CPA funds may be expended for “.....*the creation, preservation, and support of community housing and for the rehabilitation or restoration of such....community housing that is acquired or created*” under the Act. Community housing is defined to include housing for persons or families earning up to 100% of our area-wide median income.

Criteria for Affordable Housing project:

- Ensures long-term affordability, for both rental and home ownership opportunities;
- Promotes/maintains intermingling of affordable and market-rate housing;
- Contributes to the State-mandated 10% subsidized housing inventory;
- Promotes/supports/provides housing for essential employees;
- Reuses existing buildings and/or proposes construction on previously developed or Town-owned sites;
- Converts units from market rate to affordable;
- Provides housing that is harmonious with traditional design and scale in the town as well as concepts suggested in town planning documents, such as small clusters, enhancing the village centers;
- Utilizes energy efficiency technologies and long-term low maintenance strategies.

RECREATION

CPA funds may be expended on “...*the acquisition, creation, and preservation of land for recreation use....and for rehabilitation or restoration of...land for recreational use...that is acquired or created*” under the CPA. Recreational use is defined as active or passive. The Act prohibits use of funds to acquire, create, or preserve land for a stadium, gymnasium, or similar structure.

Criteria for Recreation projects

- Supports multiple recreation uses for a significant portion of residents of all ages and abilities;
- Expands the range of recreational facilities (CPA prohibits fund use for stadiums, gyms, similar structures), especially on town-owned land;
- Preserves or restores existing recreational facilities (excluding maintenance).
- Promotes passive recreation, such as hiking, biking, and cross-country skiing, on town-owned property and public ways, as well as swimming, ice skating, boating, fishing, and beach and pond access;
- Creates safe and healthful non-motorized transportation opportunities;
- Acquires, creates, or preserves land for recreation use;
- Creates opportunities for environmental education;
- Rehabilitates or restores land for recreational use that is acquired or created using CPA funds.